



Beaverton
O R E G O N

CITY OF BEAVERTON

Community and Economic
Development

Planning Division

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Beaverton, OR 97076

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OFFICE USE ONLY

FILE #: _____

FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____

FEE PAID: _____ **CHECK/CASH:** _____

SUBMITTED: _____ **LWI DESIG:** _____

LAND USE DESIG: _____ **NAC:** _____

DIRECTORS INTERPRETATION- LANDUSE APPLICATION

Revised 07/2009

APPLICANT: ☐ Use mailing address for meeting notification.

☐ Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE:

☐ Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY OWNER(S): ☐ Attach separate sheet if needed.

☐ Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

AREA TO BE DEVELOPED (s.f.): _____

ASSESSOR'S MAP & TAX LOT # **LOT SIZE** **ZONING DISTRICT**

EXISTING USE OF SITE: _____

PROPOSED DEVELOPMENT ACTION: _____

PRE-APPLICATION DATE: _____

DIRECTORS INTERPRETATION- SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed** copy of this four page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please:
- ☐ Identify the section of the Development Code for which the applicant requests an interpretation.
 - ☐ Describe the requested interpretation of the section of the Development Code.
 - ☐ Provide a description of the reason for the interpretation request including but not limited to how the section to be interpreted currently applies, how it would apply under the requested interpretation, any previously identified differences in interpretation between the applicant and the staff
 - ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the criterions in Section 40.25.15.1.C.1-6 of the City's *Development Code* (ORD 2050), attached.
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. SITE ANALYSIS INFORMATION (*Required only if site specific*):**
- | | |
|---|--|
| <input type="checkbox"/> Proposed parking modification: _____ sq. ft. | <input type="checkbox"/> Existing building height: _____ ft. |
| Proposed number of parking spaces: _____ | Proposed building height: _____ ft |
| Proposed use: _____ | Existing building area: _____ sq. ft. |
| Parking requirement: _____ | Proposed building modification: _____ sq. ft. |
| <input type="checkbox"/> Existing parking area: _____ sq. ft. | <input type="checkbox"/> Existing landscaped area: _____ sq. ft. |
| Existing number of parking spaces: _____ | Percentage of site: _____ % |
| | Proposed landscape modification: _____ sq. ft. |
| | Percentage of site: _____ |
- ☐ **F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org
- ☐ **G. PRE-APPLICATION CONFERENCE NOTES. (*REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY*)**
Provide a copy of the pre-application conference summary as required by the City's *Development Code* Section 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.
- ☐ **H. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information:

- ☐ **A. EXISTING CONDITIONS PLAN (*Required only if application is site specific*):**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. Vicinity map.
 - ☐ 3. The entire lot(s), including area and property lines dimensioned.
 - ☐ 4. Points of existing access, interior streets, driveways, and parking areas.
 - ☐ 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - ☐ 6. Existing right-of-way and improvements.
 - ☐ 7. Dimension from centerline to edge of existing right-of-way.
 - ☐ 8. Existing topographical information, showing 2 ft. contours.
 - ☐ 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 - ☐ 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 - ☐ 11. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - ☐ 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 - ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ **B. DIMENSIONED SITE PLAN (*Required only if application is site specific*):**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 - ☐ 3. Points of access, interior streets, driveways, and parking areas.
 - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 5. Proposed right-of-way, dedications and improvements.
 - ☐ 6. Dimension from centerline to edge of proposed right-of-way.
 - ☐ 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 - ☐ 8. Location of storm water quality/detention facilities.
 - ☐ 9. Boundaries of development phases, if applicable.
 - ☐ 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - ☐ 11. Sensitive areas, as defined by CWS standards.
 - ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- ☐ **C. LANDSCAPE PLAN (Required only if site specific):**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s).
 - ☐ 3. Points of access, interior streets, driveways, and parking areas.
 - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 5. Proposed right-of-way, dedications and improvements.
 - ☐ 6. Boundaries of development phases, if applicable.
 - ☐ 7. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - ☐ 8. Sensitive areas, as defined by the CWS standards.
 - ☐ 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - ☐ 11. The location and design of landscaped areas for variance, indicating all plant materials, including genus, species, quantity, plant sizes, and spacing.
 - ☐ 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - ☐ 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
 - ☐ 14. Proposed location of light poles, bollards and other exterior illumination.
 - ☐ 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.
- ☐ **D. ARCHITECTURAL ELEVATIONS:** Provide, *if relevant to interpretation request*, drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.
- ☐ **E. MATERIALS BOARD:** Provide, *if relevant to interpretation request*, one (1) 8½"x11" or one (1) 8½"x14" Materials Board that includes examples of all building materials, colors, and textures of exterior surfaces for building(s) and structure(s). *Materials Boards provided at a size other than what is indicated above will not be accepted.*
- ☐ **F DESCRIPTION OF MATERIALS AND FINISHES FORM:** Provide, *if relevant to interpretation request*, one (1) completed copy of the Materials and Finishes Form with the application submittal.

Note: *Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.*

I have provided all the items required by this four (4) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date

DIRECTORS INTERPRETATION- SUBMITTAL CHECKLIST

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Director's Interpretation shall address compliance with all of the following Approval Criteria as specified in 40.25.15.1.C.1-6 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Director's Interpretation application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. That the interpretation is consistent with the City's Comprehensive Plan and other provisions within this Code.
- ☐ 4. When interpreting that a use not identified in the Development Code is a permitted, a conditional or prohibited use, that use must be substantially similar to a use currently identified in the subject zoning district or elsewhere in the Development Code.
- ☐ 5. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.